

FINANCE & UTILITY COMMITTEE MEETING
Monday, February 25, 2019, 6:00 PM

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member John Dayton, Council Member Tom Smith, Committee Member Carroll Jones, City Administrator David Dunn, City Clerk Carrie Myers, Public Works Director John Gerstner, Waste Water Superintendent Patrick Hoffmaster, Planning & Zoning Administrator Bruce Dell, and Accountant Rich Marshall.

- 811 West Potomac Street Geotechnical Engineering and Site Survey Work Orders

John Strong from Clark, Azar explained that geotechnical work was never completed at 811 West Potomac Street by the previous engineer, and this needs to be completed prior to building to help determine the foundation system and paving design. Also, the site survey work has been with Jeff Holtzinger for about a year, with no finished product. Mr. Dunn says that John Strong could have both of these items completed in about two weeks from date of approval. The Committee agrees to recommend both work orders for approval at tomorrow's Council meeting.

- Design Manual

Mr. Gerstner says new technology has become available and is being used by Frederick County and the State of Maryland for stormwater management products. He would like to update the City's Design Manual to include these products as approved uses, but not replace any existing language in the manual. The Committee agrees to recommend this change at a future Council meeting.

- 13th Avenue Pole Barn Bids

Mr. Gerstner received two bids each for the actual pole barn and the concrete work. He recommends awarding both to the low bidders: Pioneer Pole Buildings - \$178,602 and Star Concrete Foundations - \$42,819.20. Still to come would be pricing for electrical work, which should be coming soon. Mr. Dunn reminds the Committee that we'll be receiving a \$100,000 State bond for this work. The Committee agrees to recommend both low bids at a future Council meeting.

- South Delaware Stormwater Pipe

Mr. Gerstner discusses this pipe that is 310 feet long and has collapsed in two places. He would like permission to have a contractor complete this replacement to free up Public Works staff for other budgeted projects. The Committee agrees to have Public Works obtain quotes for this work.

- Little League Drainage

Several years ago, Little League installed a roadway at the rear of the property bordering F Street for access to the back fields. The roadway cut a natural swell that used to gravity feed to the woods in two, causing water to back up on the field. Little League has approached the City to fix this drainage. Mr. Gerstner feels the fix would be to install a storm box and storm pipe and estimates the cost of materials to be approximately \$2800. The Committee agrees to let Public Works complete the project if Little League is willing to pay for the cost of the materials. If they are not, the work will not be completed at this time.

- Paving Proposal

The consensus of the Committee is to combine FY19 and FY20 paving projects at the same time for a combined total of \$600,000 that spans the summer season and the two budget years. This will allow for better bulk pricing. Mr. Gerstner is going to seek a new proposal from CJ Miller and bring this to a future Council Meeting for approval.

- Proposal for MiniDip Express Food Cart at MARC Train Station

Mr. Dell is going to reach out to MHT for an official approval of this proposal. The Committee consensus is to charge \$100/month lease to the MiniDip should this receive written approval from MHT.

- Purchase Orders for Routine Items/Services

Mr. Dunn discusses whether routine purchase orders for recurring items such as salt, chemicals, fuel, etc. need to be brought to the Committee if they are over \$10,000. Mr. Gerstner asked if purchase orders were even needed for these types of items where a delivery ticket is received and signed by the department head. The Committee consensus is that they do not need to see such items for approval if they were budgeted, but staff does need to continue to complete a purchase order for such items. Mr. Dunn is going to change the purchasing policy to reflect not having to take these items to the Committee or the Council for approval, as long as they were budgeted, recurring items.

- PO#54-19W Approval – Suez

Committee consensus is to recommend this purchase order for \$92,095.23 for approval at tomorrow's Council meeting.

- PO#WW90-19 – Approval - M&M Electric Motors

Committee consensus is to recommend this purchase order for \$14,687 for approval at tomorrow's Council meeting.

- PO#WW91-19 Approval – M&M Electric Motors

Committee consensus is to recommend this purchase order for \$13,874 for approval at tomorrow's Council meeting.

- Operating Account Bank Reconciliation Write-Off

Mr. Dunn explains this is approximately \$3,500 that has been carrying on our operating account bank statement for years. This amount is in the City's favor and is immaterial. Staff would like to remove this balance for ease of balancing the bank account. Committee agrees by consensus.

- West Potomac Street Fire – Water Bill Forgiveness

Scott Lessler has requested that the water bill for his property located at 18 West Potomac Street for the last quarter, in the amount of \$1,004.98, be forgiven since this property just had a large fire. The Committee denies this request because this water was for usage in a previous quarter and was not affected by the fire.

- Resolution 2019-03 – Utility Bill Forgiveness Policy

Mr. Dunn reviewed the forgiveness policies of five other municipalities and attempted to put together a policy for Brunswick at the request of several Council Members wanting to begin such a program. Mr. Dunn stated this type of policy is purely a political decision. After a lengthy discussion, the Committee decided to hold off on acting on this item for the time being, possibly bringing some variation of the proposed resolution up at a later time.

- FY18 Audit

Michele Mills will be presenting the audit to the Council in March. Mr. Dunn asked for any questions to be brought to his attention prior to that time.

- Constant Yield

Committee Members expressed a desire to consider keeping the current tax rate of \$0.42 for FY20, which is higher than constant yield. Mr. Dunn and Mr. Marshall were directed to look into this options.

- Yourtee Springs Re-lining Project

Mr. Gerstner stated that since Yourtee Springs is offline and the \$235,000 budgeted re-lining project could not take place at this time, he would like to use that money to fund replacement of the Fifth Avenue water line from A Street to E Street. This line is very old and staff is currently dumping 8,000 gallons off this line per day to keep the line clean. The Committee gives consensus to obtain estimates from contractors to complete this project.

The meeting adjourned at 8:00pm.

-Prepared and submitted by Carrie Myers